**💼 Job Title: Aquatic Director**

**Department:** Recreation / Aquatics
**Reports To:** General Manager / Director of Recreation / Executive Director
**Status:** Full-Time / Exempt
**Salary Range:** [Insert Range]
**Location:** [Insert Facility Name & Location]

**📝 Position Summary:**

The Aquatic Director is responsible for the overall leadership, safety, and success of the aquatic department. This includes planning, staffing, budgeting, programming, and ensuring compliance with all health, safety, and legal regulations. The Aquatic Director leads a team of staff, manages multiple programs, and ensures a safe, welcoming, and engaging aquatic experience for all patrons.

**📋 Key Responsibilities:**

**I. Leadership & Administration**

* Oversee daily operations of all aquatic facilities including pools, splash pads, and support areas.
* Develop and manage departmental budget; monitor payroll, revenue, and expenses.
* Maintain up-to-date records for certifications, inspections, permits, and safety protocols.
* Ensure compliance with federal, state, and local aquatic health codes and safety standards.
* Develop and enforce staff manuals, EAPs, SOPs, and other policy documents.

**II. Staffing & Supervision**

* Hire, onboard, train, schedule, and evaluate all aquatic staff (lifeguards, instructors, supervisors, etc.).
* Lead regular staff meetings, in-services, drills, and certifications.
* Promote a positive, accountable, and team-oriented culture.
* Ensure lifeguard rotations and coverage align with certified zone mapping and surveillance standards.

**III. Programming & Instruction**

* Develop, schedule, and oversee swim lessons, aquatic fitness classes, lifeguarding courses, and special events.
* Ensure all curriculum follows Red Cross or other certifying body standards.
* Monitor registration, class ratios, waitlists, and participant satisfaction.
* Identify opportunities for growth, innovation, and community engagement.

**IV. Facility Operations & Safety**

* Conduct regular facility walk-throughs and safety audits.
* Coordinate with maintenance and custodial teams for timely repairs and cleanliness.
* Maintain accurate chemical logs and ensure proper water quality is met at all times.
* Lead emergency response planning and staff readiness training.

**V. Communication & Customer Service**

* Serve as the primary point of contact for aquatic-related questions, issues, and emergencies.
* Communicate clearly with parents, members, guests, and team members.
* Resolve customer complaints quickly, fairly, and professionally.
* Collaborate with other departments for integrated programming and events.

**✅ Required Qualifications:**

* Bachelor’s degree in Recreation, Aquatics, Sports Management, or related field (or equivalent experience).
* Minimum 3 years of aquatics leadership experience, including supervision of staff and operations.
* Current certifications in:
	+ Lifeguarding (with CPR/AED & First Aid)
	+ Lifeguard Instructor (LGI)
	+ Water Safety Instructor (WSI)
* Knowledge of local/state health codes and aquatic facility operations.
* Strong administrative, scheduling, and communication skills.
* Proficiency with scheduling and registration software.

**⭐ Preferred Qualifications:**

* Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO).
* CPR/AED Instructor certification.
* Experience managing large seasonal teams or multi-facility operations.
* Bilingual or multilingual is a plus.

**🕒 Typical Schedule:**

* Primarily weekdays with early mornings, evenings, weekends, and holidays as required.
* On-call for emergencies, staff coverage, and facility issues.

**🧍‍♀️ Physical Requirements:**

* Ability to sit, stand, swim, and supervise for extended periods.
* Must be able to lift and carry 50 lbs.
* Must be able to perform all water rescues and emergency response tasks.

**📧 To Apply:**

Submit your resume, certifications, and cover letter to [Insert Email or Link].